
Table of Contents

| | |
|---|----|
| DDS Contacts..... | 3 |
| Inclement Weather Policy | 5 |
| Course Listings..... | 7 |
| West Region: Cheshire/Southbury area | |
| North Region: Hartford area | |
| South Region: New Haven area | |
| Norwich/Willimantic areas | |
| Exam Listings..... | 15 |
| Fax Registration Form..... | 23 |
| Retraining Course..... | 25 |
| Directions..... | 31 |

DDS Contacts

Medication Administration Program Coordinators

State Coordinator

Valerie Vujs RN, Nurse Consultant
61 Woodland Street
Hartford, CT 06105
860/616-2051
e-mail: valerie.vujs@ct.gov

DDS will mail appropriate paperwork related to course or exam directly to the agency contact following completion of course or exam.

Any questions regarding the seat request requirements or the certification program should be directed to the DDS State Coordinator.

Inclement Weather Policy

860/616-2045 Ext 5

Please read carefully

In the case of inclement weather, a cancellation notice will be posted through voice mail by calling 860/616-2045 Ext 5. This message will instruct the caller as to the status of the med admin activities for that day.

Cancellation or delayed start notices will be posted to voice mail up to 2 hours prior to the start of course session or exam.

Additionally, individual colleges providing exams may post their cancellation information on local radio and television broadcasts. Please refer to your local station for up-to-date college cancellations.

Activities cancelled due to inclement weather will be rescheduled in a timely manner. If a course session is cancelled students should attend the next regularly scheduled session of their course unless otherwise noted on voice mail.

COURSES



Course and Exam Listings

Course Programs: Course includes the 21-hour classroom course, 4-hour laboratory practicum, and a certification exam seat in a designated exam. Course is limited to 24 participants unless otherwise noted. The course exam is limited to the course participants plus additional 20 participants not to exceed 40 participants unless otherwise noted.

Stand-alone Exams: Exam is limited to 40 participants unless otherwise noted.

Locations, dates, and times are subject to change based on need. Location changes will be posted. Students must arrive at least 15 minutes prior to the start of the course session or exam, by doing so students will avoid lateness due to room location changes.

West Region Course Schedule – Cheshire area

Course # W C – 13 53
Session dates: March 4, 5, 25, 26, 2013
Class time: 3:00 p.m. – 10:00 p.m.
Lab date: March 26, 2013(follows session 7)
Lab time: 6:00 p.m. – 10:00 p.m.
Location: DDS West, Cheshire Training Room

Exam date: April 1, 2013
Exam time: 1:00 p.m.
Exam location: Naugatuck Valley CC, Kinney Hall Rm. K715

Course # W C – 13 54
Session dates: March 20, 22, 25, 27, 2013
Class time: 9:00 a.m. – 4:00 p.m.
Lab date: March 27, 2013(follows session 7)
Lab time: 1:00 p.m. – 5:00 p.m.
Location: Southbury Training School, Roselle School

Exam date: April 4, 2013
Exam time: 1:00 p.m.
Exam location: Naugatuck Valley CC, Kinney Hall Rm. K715

Course # W C – 13 55
Session dates: April 9, 11, 16, 19, 2013
Class time: 9:00 a.m. – 4:00 p.m.
Lab date: April 19, 2013(follows session 7)
Lab time: 1:00 p.m. – 5:00 p.m.
Location: Southbury Training School, Roselle School

Exam date: April 25, 2013
Exam time: 1:00 p.m.
Exam location: Naugatuck Valley CC, Kinney Hall Rm. K715

Course # W C – 13 56
Session dates: April 15, 16, 29, 30, 2013
Class time: 3:00 p.m. – 10:00 p.m.
Lab date: April 30, 2013 (follows session 7)
Lab time: 6:00 p.m. – 10:00 p.m.
Location: DDS West, Cheshire Training Room

Exam date: May 2, 2013
Exam time: 1:00 p.m.
Exam location: Naugatuck Valley CC, Kinney Hall Rm. K715

West Region Course Schedule – Cheshire area

| | |
|-----------------------|---|
| Course # | W C – 13 57 |
| Session dates: | May 6, 20, 24, 28, 2013 |
| Class time: | 3:00 p.m. – 10:00 p.m. |
| Lab date: | May 28, 2013 (follows session 7) |
| Lab time: | 6:00 p.m. – 10:00 p.m. |
| Location: | DDS West, Cheshire Training Room |
| Exam date: | May 30, 2013 |
| Exam time: | 1:00 p.m. |
| Exam location: | Naugatuck Valley CC, Kinney Hall Rm. K715 |
| Course # | W C – 13 58 |
| Session dates: | May 7, 9, 14, 16 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. |
| Lab date: | May 16, 2013 (follows session 7) |
| Lab time: | 1:00 p.m. – 5:00 p.m. |
| Location: | Southbury Training School, Roselle School |
| Exam date: | May 20, 2013 |
| Exam time: | 1:00 p.m. |
| Exam location: | Naugatuck Valley CC, Kinney Hall Rm. K715 |
| Course # | W C – 13 59 |
| Session dates: | June 3, 4, 11, 14, 2013 |
| Class time: | 3:00 p.m. – 10:00 p.m. |
| Lab date: | June 14, 2013 (follows session 7) |
| Lab time: | 6:00 p.m. – 10:00 p.m. |
| Location: | DDS West, Cheshire Training Room |
| Exam date: | June 17, 2013 |
| Exam time: | 1:00 p.m. |
| Exam location: | Naugatuck Valley CC, Kinney Hall Rm. K715 |
| Course # | WC- 13 60 |
| Session dates: | June 11, 13, 18, 20, 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. |
| Lab date: | June 20, 2013 (follows session 7) |
| Lab time: | 1:00 p.m. – 5:00 p.m. |
| Location: | Southbury Training School, Roselle School |
| Exam date: | June 24, 2013 |
| Exam time: | 1:00 p.m. |
| Exam location: | Naugatuck Valley CC, Kinney Hall Rm. K715 |

North Region – Course Schedule

(See South region for courses in the DDS North Willimantic office)

| | |
|-----------------------|---|
| Course # | N C – 13 61 |
| Session dates: | March 4, 7, 12, 14, 19, 21, 25, 2013 |
| Class time: | 4:30 p.m. – 7:30 p.m. |
| Lab date: | March 26, 2013 |
| Lab time: | 3:30 p.m. – 7:30 p.m. |
| Location: | DDS Hartford Training Room Woodland Street |
| Exam date: | April 1, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS Hartford Woodland Street Degnan Hall |
| Course # | N C – 13 62 |
| Session dates: | March 6, 13, 20, 27 2013 |
| Class time: | 8:30 a.m. – 3:30 p.m. |
| Lab date: | March 27, 2013 (follows session7) |
| Lab time: | 12:30 p.m. – 4:30 p.m. |
| Location: | DDS Hartford Training Room Woodland Street |
| Exam date: | April 1, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS Hartford Woodland Street Degnan Hall |
| Course # | N C – 13 63 |
| Session dates: | April 3, 4, 8, 10,2013 |
| Class time: | 8:30 a.m. – 3:30 p.m. |
| Lab date: | April 10, 2013 (follows session7) |
| Lab time: | 12:30 p.m. – 4:30 p.m. |
| Location: | DDS Hartford Training Room Woodland Street |
| Exam date: | April 16, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS Hartford Woodland Street Community room |
| Course # | N C – 13 64 |
| Session dates: | April 1, 4, 8, 9, 15, 16, 22,2013 |
| Class time: | 4:30 p.m. – 7:30 p.m. |
| Lab date: | April 23, 2013 |
| Lab time: | 3:30 p.m. – 7:30 p.m. |
| Location: | DDS Hartford Training Room Woodland Street |
| Exam date: | April 29, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS Hartford Woodland Street Community room |

North Region – Course Schedule

(See South region for courses in the DDS North Willimantic office)

| | |
|-----------------------|--|
| Course # | N C – 13 65 |
| Session dates: | May 2, 6, 7, 9, 13, 16, 20, 2013 |
| Class time: | 4:30 p.m. – 7:30 p.m. |
| Lab date: | May 21, 2013 |
| Lab time: | 3:30 p.m. – 7:30 p.m. |
| Location: | DDS Hartford Training Room Woodland Street |
| Exam date: | May 23, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS Hartford Woodland Street Degnan Hall |

| | |
|-----------------------|---|
| Course # | N C – 13 66 |
| Session dates: | May 2, 8, 17, 22, 2013 |
| Class time: | 8:30 a.m. – 3:30 p.m. |
| Lab date: | May 22, 2013 (follows session7) |
| Lab time: | 12:30 p.m. – 4:30 p.m. |
| Location: | DDS Hartford Training Room Woodland Street |
| Exam date: | May 29, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS Hartford Woodland Street Community room |

| | |
|-----------------------|--|
| Course # | NC – 13 67 |
| Session dates: | May 29, June 6, 10, 12 , 2013 |
| Class time: | 8:30 a.m. – 3:30 p.m. |
| Lab date: | June 12, 2013 (follows session7) |
| Lab time: | 12:30 p.m. – 4:30 p.m. |
| Location: | DDS Hartford Training Room Woodland Street |
| Exam date: | June 18, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS Hartford Woodland Street Degnan Hall |

| | |
|-----------------------|---|
| Course # | N C – 13 68 |
| Session dates: | June 3, 6, 10, 11, 13, 17, 18, 2013 |
| Class time: | 4:30 p.m. – 7:30 p.m. |
| Lab date: | June 24, 2013 |
| Lab time: | 3:30 p.m. – 7:30 p.m. |
| Location: | DDS Hartford Training Room Woodland Street |
| Exam date: | June 27, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS Hartford Woodland Street Community room |

South Region Course Schedule – Norwich Area

(See below for courses held at the DDS North Willimantic office)

| | |
|-----------------------|---|
| Course # | S C – 13 69 |
| Session dates: | March 4, 8, 11, 14, 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. |
| Lab date: | March 14, 2013(follows session 7) |
| Lab time: | 1:00 p.m. – 5:00 p.m. |
| Location: | DDS North, Willimantic Office |
| Exam date: | March 25, 2013 |
| Exam time: | 9:00 a.m. |
| Exam location: | Quinebaug Valley CC, Room 3 and 4 Willimantic |

| | |
|-----------------------|---|
| Course # | S C – 13 70 |
| Session dates: | May 6, 10, 13, 20, 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. |
| Lab date: | May 20, 2013 (follows session 7) |
| Lab time: | 1:00 p.m. – 5:00 p.m. |
| Location: | DDS South, Norwich Office Training Rm. |
| Exam date: | May 24, 2013 |
| Exam time: | 9:00 a.m. |
| Exam location: | Quinebaug Valley CC, Room 3 and 4 Willimantic |

South Region Course Schedule-New Haven Area

| | |
|-----------------------|------------------------------------|
| Course # | S C – 13 71 |
| Session dates: | March 6, 8, 11, 18, 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. |
| Lab date: | March 18, 2013 (follows session 7) |
| Lab time: | 1:00 p.m. – 5:00 p.m. |
| Location: | DDS South, James St New Haven |
| Exam date: | March 28, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS South, James St New Haven |
| Course # | S C – 13 72 |
| Session dates: | April 3, 5, 10, 12, 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. |
| Lab date: | April 12, 2013 (follows session 7) |
| Lab time: | 1:00 p.m. – 5:00 p.m. |
| Location: | DDS South, James St New Haven |
| Exam date: | April 26, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS South, James St New Haven |
| Course # | S C – 13 73 |
| Session dates: | May 1, 3, 8, 14, 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. |
| Lab date: | May 14, 2013 (follows session 7) |
| Lab time: | 1:00 p.m. – 5:00 p.m. |
| Location: | DDS South, James St New Haven |
| Exam date: | May 30, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS South, James St New Haven |
| Course # | S C – 13 74 |
| Session dates: | June 5, 7, 12, 19, 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. |
| Lab date: | June 19, 2013 (follows session 7) |
| Lab time: | 1:00 p.m. – 5:00 p.m. |
| Location: | DDS South, James St New Haven |
| Exam date: | June 27, 2013 |
| Exam time: | 10:00 a.m. |
| Exam location: | DDS South, James St New Haven |

EXAMS



Exam Schedule – Woodland Street

| | |
|------------------|---|
| Exam #: | NSAE – 13 120 |
| Date: | March 12, 2013 |
| Time: | 10 a.m. |
| Location: | DDS Hartford Woodland Street Community room |
| Exam #: | NCE – 13 61 |
| Date: | April 1, 2013 |
| Time: | 10 a.m. |
| Location: | DDS Hartford Woodland Street Degnan Hall |
| Exam #: | NCE – 13 62 |
| Date: | April 1, 2013 |
| Time: | 10 a.m. |
| Location: | DDS Hartford Woodland Street Degnan Hall |
| Exam #: | NCE – 13 63 |
| Date: | April 16, 2013 |
| Time: | 10 a.m. |
| Location: | DDS Hartford Woodland Street Community Room |
| Exam #: | NSAE – 13 121 |
| Date: | April 23, 2013 |
| Time: | 10 a.m. |
| Location: | DDS Hartford Woodland Street Degnan Hall |
| Exam #: | NCE – 13 64 |
| Date: | April 29, 2013 |
| Time: | 10 a.m. |
| Location: | DDS Hartford Woodland Street Community room |
| Exam #: | NSAE – 13 122 |
| Date: | May 14, 2013 |
| Time: | 10 a.m. |
| Location: | DDS Hartford Woodland Street Community room |
| Exam #: | NCE – 13 65 |
| Date: | May 23, 2013 |
| Time: | 10 a.m. |
| Location: | DDS Hartford Woodland Street |

Exam Schedule – Woodland Street Community Room

Exam #: NCE – 13 66
Date: May 29, 2013
Time: 10 a.m.
Location: DDS Hartford Woodland Street Community room

Exam #: NSAE – 13 123
Date: June 11, 2013
Time: 10 a.m.
Location: DDS Hartford Woodland Street

Exam #: NCE – 13 67
Date: June 18, 2013
Time: 10 a.m.
Location: DDS Hartford Woodland Street

Exam #: NCE – 13 68
Date: June 27, 2013
Time: 10 a.m.
Location: DDS Hartford Woodland Street

Exam Schedule - Quinebaug Valley CC

| | |
|------------------|---|
| Exam #: | S CE – 13 69 |
| Date: | March 25, 2013 |
| Time: | 9:00 a.m. |
| Location: | Quinebaug Valley CC, Room 3 and 4 Willimantic |
| Exam #: | S SAE – 13 124 |
| Date: | April 26, 2013 |
| Time: | 9:00 a.m. |
| Location: | Quinebaug Valley CC, Room 3 and 4 Willimantic |
| Exam #: | S CE – 13 70 |
| Date: | May 24, 2013 |
| Time: | 9:00 a.m. |
| Location: | Quinebaug Valley CC, Room 3 and 4 Willimantic |
| Exam #: | S SAE – 13 125 |
| Date: | June 21, 2013 |
| Time: | 9:00 a.m. |
| Location: | Quinebaug Valley CC, Room 3 and 4 Willimantic |

Exam Schedule – New Haven James St.

Exam #: SSAE – 13 126
Date: March 14, 2013
Time: 10:00 a.m.
Location: DDS South, James St New Haven

Exam #: SCE – 13 71
Date: March 28, 2013
Time: 10:00 a.m.
Location: DDS South, James St New Haven

Exam #: SSAE – 13 127
Date: April 15, 2013
Time: 10:00 a.m.
Location: DDS South, James St New Haven

Exam #: SCE – 13 72
Date: April 26, 2013
Time: 10:00 a.m.
Location: DDS South, James St New Haven

Exam #: SSAE – 13 128
Date: May 9, 2013
Time: 10:00 a.m.
Location: DDS South, James St New Haven

Exam #: SCE – 13 73
Date: May 30, 2013
Time: 10:00 a.m.
Location: DDS South, James St New Haven

Exam #: SSAE – 13 129
Date: June 11, 2013
Time: 10:00 a.m.
Location: DDS South, James St New Haven

Exam #: SCE – 13 74
Date: June 27, 2013
Time: 10:00 a.m.
Location: DDS South, James St New Haven

Exam Schedule – Naugatuck Valley CC

*******DO NOT PARK IN PARKING LOT C-** Students parking in this lot will be ticketed.

Exam #: WCE – 13 53
Date: April 1, 2013
Time: 1:00 p.m.
Location: Naugatuck Valley CC, Kinney Hall Rm. K715

Exam #: WCE – 13 54
Date: April 4, 2013
Time: 1:00 p.m.
Location: Naugatuck Valley CC, Kinney Hall Rm. K715

Exam #: WSAE – 13 130
Date: April 11, 2013
Time: 1:00 p.m.
Location: Naugatuck Valley CC, Kinney Hall Rm. K715

Exam #: WCE – 13 55
Date: April 25, 2013
Time: 1:00 p.m.
Location: Naugatuck Valley CC, Kinney Hall Rm. K715

Exam #: WCE – 13 56
Date: May 2, 2013
Time: 1:00 p.m.
Location: Naugatuck Valley CC, Kinney Hall Rm. K715

Exam #: WSAE – 13 131
Date: May 9, 2013
Time: 1:00 p.m.
Location: Naugatuck Valley CC, Kinney Hall Rm. K715

Exam #: WCE – 13 58
Date: May 20, 2013
Time: 1:00 p.m.
Location: Naugatuck Valley CC, Kinney Hall Rm. K715

Exam #: WCE – 13 57
Date: May 30, 2013
Time: 1:00 p.m.
Location: Naugatuck Valley CC, Kinney Hall Rm. K715

Exam #: WSAE – 13 132
Date: June 13, 2013, 2013
Time: 1:00 p.m.
Location: Naugatuck Valley CC, Kinney Hall Rm. K715

Exam Schedule – Naugatuck Valley CC

*****DO NOT PARK IN PARKING LOT C- Students parking in this lot will be ticketed

| | |
|------------------|---|
| Exam #: | WCE – 13 59 |
| Date: | June 17, 2013 |
| Time: | 1:00 p.m. |
| Location: | Naugatuck Valley CC, Kinney Hall Rm. K715 |

| | |
|------------------|---|
| Exam #: | WCE – 13 60 |
| Date: | June 24, 2013 |
| Time: | 1:00 p.m. |
| Location: | Naugatuck Valley CC, Kinney Hall Rm. K715 |

| | |
|------------------|---|
| Exam #: | WSAE – 13 133 |
| Date: | July 11, 2013 |
| Time: | 1:00 p.m. |
| Location: | Naugatuck Valley CC, Kinney Hall Rm. K715 |

SEAT REQUEST FAX FORM

| PRINT Participant Name (Last Name, First Name) SS# | Add | Cancel | Course # or Test # (Do not list dates) | For DDS Use Only | | |
|---|-----|--------|--|------------------|-----------------|------------------------|
| | | | | Code | Date of contact | DDS Initials |
| _____/_____ SS# ____ - ____ - _____ | | | __ __ -- 13 __ __ | | | |
| _____/_____ SS# ____ - ____ - _____ | | | __ __ -- 13 __ __ | | | |
| _____/_____ SS# ____ - ____ - _____ | | | __ __ -- 13 __ __ | | | |
| _____/_____ SS# ____ - ____ - _____ | | | __ __ -- 13 __ __ | | | |
| _____/_____ SS# ____ - ____ - _____ | | | __ __ -- 13 __ __ | | | |

Agency Name: _____ Agency Contact: _____

Date: ____ / ____ / ____ Phone: _____ Fax: _____

Fax to: Med Admin Unit 860/616-2081

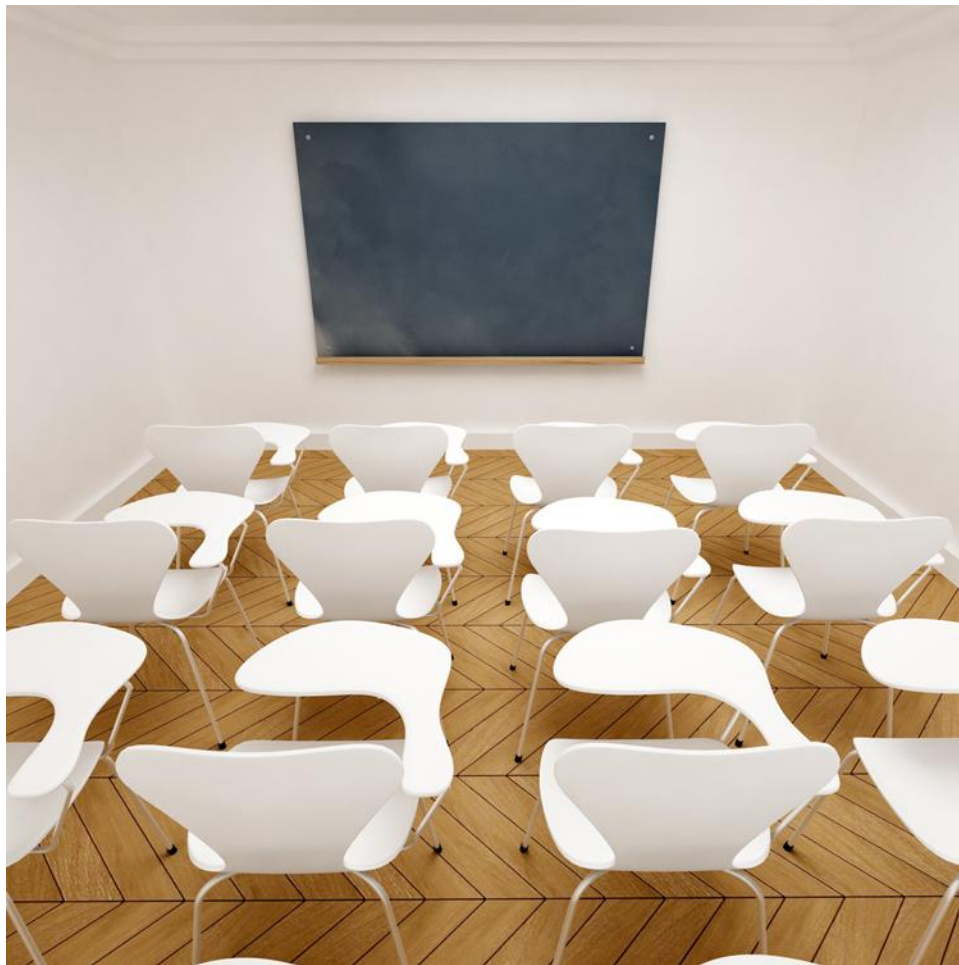
Registration Codes

| | | |
|--|--|------------------------------|
| A Registration ACCEPTED L Agency has met 5 person LIMIT | F Course or exam FULL SB STANDBY - will be allowed in based on no shows at start. | C Registration CLOSED |
|--|--|------------------------------|

- PRINT LEGIBLY. PLEASE LIST NAME IN LAST NAME, FIRST NAME FORMAT. SOCIAL SECURITY NUMBER MUST BE INCLUDED.**
- Seat requests will be accepted up to 5 business days prior to date of activity. Requests received after the deadline will not be accepted. Cancellations will be reflected on the registration sheet up to 3 business days prior to date of activity. After that time, cancellations will be considered no-shows.
- One course or exam seat substitution will be accepted per agency per activity, providing the activity is not full. If full, staff will be added to stand-by list. Substitutions received after the deadline will not be accepted.
- A new seat request form must be submitted for each change.
- Please fax all seat requests to DDS Central Office. Fax to Med Admin Unit at 860/616-2081.
- You will receive return fax confirmation (accepted or denied).
- All course participants are guaranteed an exam seat in the specific exam session. **Do not** register a course participant for the corresponding course exam seat, or for a different exam seat.

IMPORTANT: Participants must arrive at least 15 minutes before the start of the course or exam and must arrive with a photo ID. Participants must attend 100% of the course. There will be no exceptions.

RETRAINING



REMINDER; This is not a course for staff who are struggling with the recertification exam, that retraining needs to be handled by the RN in your agency. The retraining course is for those folks who are making medication administration **errors** that have **reached a serious level**.

The retraining course will be held over two full days for a total of 12 retraining hours and will be offered every other month. This class may be cancelled due to low enrollment.

Registration for the retraining will be sent to the med admin unit in Central Office. As with the initial course, the med coordinator for your agency should be the only person registering staff for this retraining course. One of the major differences in the registration process for this course is the requirement to include the name of the RN who oversees the staff's certification, along with a contact number. The nurse will be contacted and information must be received from the RN prior to the staff being admitted to the class.

Please note that the location for the retraining class varies.

| | |
|-----------------------|---|
| Course # | RT- 13 104 |
| Session dates: | March 1, 4, 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. (1 hour lunch) |
| Location: | DDS Cheshire Office 25 Creamery Rd Cheshire CT |

| | |
|-----------------------|---|
| Course # | RT – 13 105 |
| Session dates: | May 24, 30, 2013 |
| Class time: | 9:00 a.m. – 4:00 p.m. (1 hour lunch) |
| Location: | DDS Cheshire Office 25 Creamery Rd Cheshire CT |

Please use the registration form following this page to register. Do not use the initial course registration form.

Retraining Course Registration

| PRINT Participant Name (Last Name, First Name) SS# | Add | Cancel | Retraining Course (Do not list dates) | For DDS Use Only | | |
|--|------------|---------------|---|------------------|-----------------|-------------------------------|
| | | | | Code | Date of contact | DDS <u>Initials</u> |
| <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> _____ / _____ </div> <div style="margin-bottom: 10px;"> SS# _ _ _ _ - _ _ _ - _ _ _ _ </div> <div style="margin-bottom: 10px;"> Supervising RN _____ </div> <div> RN Contact Number _____ </div> | | | _ _ _ - - _ _ - - _ _ _ _ | | | |

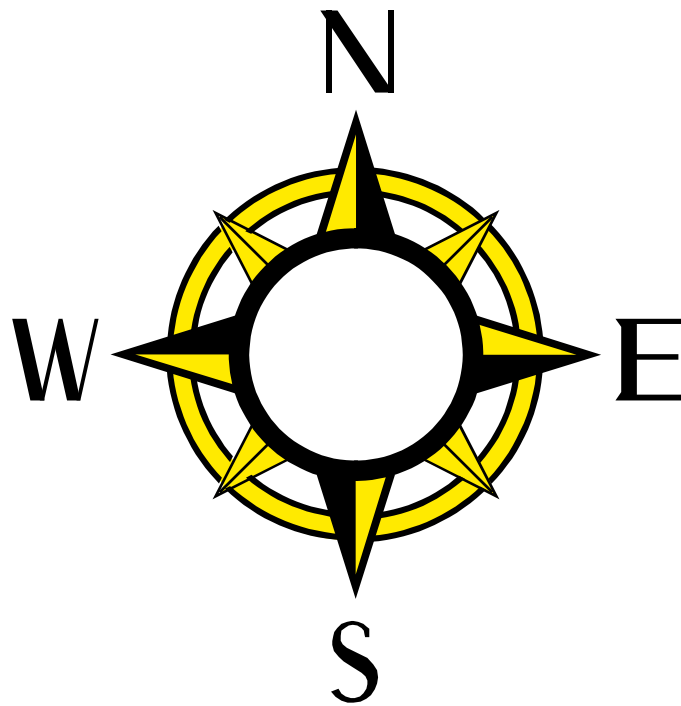
Agency Name: _____ Agency Contact: _____
 Date: ____ / ____ / ____ Phone: _____ Fax: _____

Fax to: Med Admin Unit 860/616-2081

| Registration Codes | | |
|--------------------------------|----------------------|------------------------------|
| A Registration ACCEPTED | F Course FULL | C Registration CLOSED |

- PRINT LEGIBLY. PLEASE LIST NAME IN LAST NAME, FIRST NAME FORMAT. SOCIAL SECURITY NUMBER MUST BE INCLUDED.**
 - Be sure to identify the RN responsible for supervising the staff's med admin status and RN's phone number.
 - A new seat request form must be submitted for each change.
 - Please fax all seat requests to DDS Central Office. Fax to 860/616-2081.
 - You will receive return fax confirmation (accepted or denied) within 2 business days.
- IMPORTANT:** Participants must arrive at least 15 minutes before the start of the course and must arrive with a photo ID. Participants must attend 100% of the course. There will be no exceptions.

DIRECTIONS



Directions

Oak Hill

DDS South Region: Norwich Office

DDS South Region: James St Office

DDS North Region: Willimantic Office

DDS North Region: Hartford Training Room

DDS South Region: Wallingford Office

DDS West Region: Cheshire Office

DDS West Region: Southbury Training School

Naugatuck Community College

Quinebaug Valley Community College
Willimantic Branch

Oak Hill, Hartford Training Room

Training Room
120 Holcomb Street
Hartford, CT 06015

From I-91 North

Exit 35B, keep left on exit. Turn left onto Cottage Grove Road (Rt 218). Follow to intersection of Blues Hills Avenue (RT 187); Turn left onto Blues Hill Avenue. Follow to 4th light turning left onto Holcomb Street. The Main gate is the 2nd driveway on left.

From I-84East

I-84 E to Rt I-91 North. Follow directions above.

From I-91 South

Exit 35B, turn right on exit. Turn right onto Cottage Grove Road (RT 218). Follow to intersection of Blues Hills Avenue (RT 187); Turn Left onto Blues Hills Avenue. follow to 4th light turning left onto Holcomb Street. The Main gate is the 2nd driveway on left.

From I-84West (east of Vernon)

Take exit for RT 219. At light turn left onto Cottage Grove Road (RT 218), follow to intersection of Blues Hills Avenue. Turn Left onto Blues Hills Avenue. Follow to 4th light turning left onto Holcomb Street. The Main gate is the 2nd driveway on left.

Parking lots G and E are in close proximity to the Training Department building.

DDS South Region: Norwich Office

Training Room
Staff Development Office
401 West Thames Street
Norwich, CT

Take interstate 395 to Exit 79A onto Route 2A East. Take Exit 1 for Route 32. Take left off ramp onto Rte. 32 North. Stay Rte 32 for 1.7 miles. Go past Norwich Inn and Spa on left. Take left at "STATE OF CONNECTICUT Uncas on Thames" sign (across from car dealership). Follow road up the hill looking for signs for Campbell Building. Bear right at fork. Pass the State Police Eastern District headquarters and DMH. Campbell Building is at top of the hill. Training Room is located on the third floor – Room # 341.

DDS South – James St Office

**370 James St
New Haven, CT**

From the North

Take I-91 South toward NEW HAVEN. Take the WILLOW ST exit- EXIT 6- toward US-5 / Blatchley Ave. 0.2 miles. Turn LEFT onto WILLOW ST. 0.1 miles. Turn RIGHT onto State St/ US-5 0.1 miles. Turn LEFT onto JAMES ST 0.2 miles. Turn RIGHT after 370 James St. The parking lot and entrance are behind the building.

From the South

Take I-95 North toward Hartford. Take the STATE St/ US-5 exit- EXIT 5- toward FAIR HAVEN. 0.1 miles. Turn RIGHT onto JAMES St. 0.2 miles. Turn RIGHT after 370 James St. The parking lot and entrance are behind the building.

The entrance to the DDS office is on the third floor. The training room is the first room on the left after entering the DDS South Region Office.

DDS North Region: Willimantic Office

**90 South Park Road
Willimantic, CT**

From Danielson:

Take Route 395 South. Take Exit 91 to Route 6 West. Follow Route 6 to Route 66 in North Windham. Take Route 66 West to the South Street intersection in Willimantic. Turn left at the "Frog bridge". Go across the bridge and straight through the light. Take 1st right onto South Park Street. The office is located at the intersection of South Street and South Park Street. Entrance is on South Park Street. Parking is on the right side of the building.

From Norwich:

Take Route 395 North to Exit 81 West. At the end of the exit ramp take a left onto Route 2. Take Exit 25 towards Willimantic. Merge onto Route 32. Take a left onto South Street at the "Frog" bridge. The office is located at the intersection of South Street and South Park Street. The entrance is on South Park Street. Parking is on the right side of the building.

From Hartford:

Take Route 84 East towards Boston to Route 384 East. Route 384 to Route 6 East. Route 6 East for 12 miles. At intersection of Routes 6 and 66 go straight onto Route 66 East. Route 66 East towards Willimantic onto Main Street (Gas station and Stop and Shop on left). Stay on Main Street till Benny's and Dunkin Donuts. Take a right onto Bridge Street, go over the railroad tracks and bear left up the hill. Take a left at the stop sign. Take a right onto John Street. At the stop sign you will be facing the office. Take a right at the stop sign onto South Park Street. Parking is on the right side of the building.

DDS Hartford Training Room (The old Capital Community College Building)
61 Woodland Street
Hartford, CT 06105

From All Points:

Take Route 84 to Exit 46 - Sisson Avenue. Keep right at the fork in the ramp.

At the light at the end of the exit ramp, turn right onto Sisson Avenue and go to Farmington Avenue (second traffic light).

Turn right onto Farmington Avenue and go to Woodland Street (first traffic light).

Turn left onto Woodland Street and go to Asylum Avenue (first traffic light).

Turn left onto Asylum Avenue. The entrance to the parking area is the second driveway on the left.

Turn left into the **second** driveway. **Bear right after entering the driveway and park in the lower lot. Parking in the upper lot is by permit only – Security will require all others to move to the lower lot.**

1. Security officers are located right inside the door, and will assist you when you arrive.
2. **You will be required to present a photo ID in order to enter the building.**

DDS South Region - Wallingford Office
104 South Turnpike Road
Wallingford, CT

From Route 91 (South)

Exit 17 (Merritt Pkwy / Wilbur Cross Pkwy / Route 15) Exit 64 - turn left at stop sign - go 1 mile to Halcyon Office Park on the left (just past the Oakdale Theatre).

From Merritt Pkwy / Wilbur Cross Pkwy (Route 15 North)

Exit 64 - at end of exit there is a light - take left South Turnpike Road (pass under Merritt Pkwy) - go 1 mile to Halcyon Office Park on the left (just past the Oakdale Theatre).

From Route 91 (North)

Exit 13 (Industrial Area). At the end of ramp, take left Take first right (Toelles Road), go over railroad tracks and follow to end At stop sign take a right. Go 1/2 mile and the office will be on the right.

DDS West Region: Cheshire Office

Cheshire Training Room

25 Creamery Road

Cheshire, CT

Hartford:

Take Route 84 West to exit #27 (Route 691). Take Route 691 to Exit #3 Cheshire.

Take a right off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

New Haven:

Take Route 91 North to Route 15. Take Meriden-Waterbury exit to Route 691 West.

Take 691 W to exit #3. Take a left off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

Middletown:

Take Route 691W to exit #3. Take a left off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

Waterbury:

Take Route 84 East to Route 691 East to Exit #3 Cheshire. Take a right off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

DDS West Region: Southbury Training School

From 84-West to Exit 14 and take a right off of the exit.

From 84-East to Exit 14 and take a left off of the exit.

Keep straight through the traffic light (this is route 172 North)

Follow approx. 5 miles

You will see Southbury Training School campus on the left

There is a sign at the entrance of a small white house that reads "Gatehouse Café"

Turn left into Constitution Hill before the Gatehouse Cafe. You will see a large brick building with a clock tower, this is Roselle School.

Follow straight up passing a split in the road (keep to the left going straight)

After the split, Roselle School will be on the right, use the 3rd driveway behind the building to park, if no spots are available then go to the next gravel driveway and park.

You will enter at the rear of Roselle School and go up to the second floor and follow the signs to room #202.

Naugatuck Valley Community College

Naugatuck Valley Community College
750 Chase Parkway
Waterbury, CT

From Route 8

Take the Danbury Exit onto Route I-84, then first exit off I-84 (Exit 18). Go left onto West Main Street and then go straight onto Chase Parkway.

From Route I-84 West

Take Exit 18 to West Main Street. Go left onto West Main Street and then go straight onto Chase Parkway.

From Route I-84 East

Take Exit 18 onto Chase Parkway. Go right at stop, then right over bridge, then left follow Chase Parkway.

*******DO NOT PARK IN PARKING LOT C- Students parking in this lot will be ticketed.**

Quinebaug Valley Community College: Willimantic Branch

Quinebaug Valley Community College
729 Main Street
Willimantic, CT
(860) 423-1824

From the South:

Take Route 32 into downtown Willimantic (32 becomes Main St.). Go past the Jillson Square Cinemas and turn right onto Church St. (the center is on the next corner at North Street). Park in the first parking lot on left.

From the North:

Take Interstate 84 to exit 70 (Route 32). Go south on Route 32 into downtown Willimantic (32 becomes Main St.). The center is on the corner of Main and North Streets. Go past the center and turn left onto Church St. Park in the first parking lot on your left.

From the West:

Take Route 6 or Route 66 into downtown Willimantic (both routes become Main Street as they pass through town). The center is on the corner of Main and North Streets. Go past the center and turn left onto Church St. Park in the first parking lot on your left.

From the East:

Take Route 6 into downtown Willimantic (6 becomes Main Street as it passes through town). Go past the Jillson Square Cinemas and turn right onto Church St. (the center is on the next corner at North Street). Park in the first parking lot on your left.

DDS Hartford Training Room (The old Capital Community College Building)
61 Woodland Street
Hartford, CT 06105

From All Points:

Take Route 84 to Exit 46 - Sisson Avenue. Keep right at the fork in the ramp.

At the light at the end of the exit ramp, turn right onto Sisson Avenue and go to Farmington Avenue (second traffic light).

Turn right onto Farmington Avenue and go to Woodland Street (first traffic light).

Turn left onto Woodland Street and go to Asylum Avenue (first traffic light).

Turn left onto Asylum Avenue. The entrance to the parking area is the second driveway on the left.

Turn left into the **second** driveway. **Bear right after entering the driveway and park in the lower lot. Parking in the upper lot is by permit only – Security will require all others to move to the lower lot.**

3. Security officers are located right inside the door, and will assist you when you arrive.

4. **You will be required to present a photo ID in order to enter the building.**